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MINUTES

MEDICAL STAFF CAREER SERVICE BOARD MEETING
Thursday, 31 July 1958

Present: AC/MS - Chairman
C/OD - Voting Member
C/TSD - Voting Member
AC/PS - Voting Member
Personnel Placement Officer
AC/SD - Acting Executive Secretary
Secretary to AC/MS - Acting Recording Secretary.

25X1A9a

1. Personnel Placement Officer

25X1A9a

men [REDACTED] new Medical Staff Personnel Place-

2. Minutes of Previous Meeting

The Minutes of the Medical Staff Career Service Board Meeting of 2 July 1958, were approved by the Members without comment.

3. Promotions

25X1A9a

25X1A9a

a. [REDACTED] GS-10, Medical Service Officer. The Acting Executive Secretary presented a request from [REDACTED] for promotion of [REDACTED] 25X1A9a to GS-11, with the recommendation that it be deferred until the receipt of the new competitive ratings of GS-10 Medical Staff personnel. The Members unanimously approved the recommendation, and C/OD requested the Competitive Evaluation Panel re-evaluate GS-11 Medical Staff personnel also.

25X1A9a

25X1A6a

25X1A9a

b. [REDACTED], GS-6, Medical Technician. The request of the Chief of Station, [REDACTED] for promotion of [REDACTED] to GS-7 was deferred from 25X1A9a the last meeting pending the Executive Secretary's review of the case to determine if promotion action should be to GS-8. The Acting Executive Secretary recommended [REDACTED] be promoted to GS-7 in view of the original request from the Chief of Station and a former fitness report prepared by [REDACTED] 25X1A9a After a review of the facts in the case and the fitness reports submitted by [REDACTED] 25X1A9a to a GS-8.

25X1A9a

25X1A9a

25X1A9a

c. [REDACTED] GS-4, Clerk-Typist. The Acting Executive Secretary informed the Members of the Board that AC/PS had withdrawn his previous request for promotion of [REDACTED] to GS-5. No future action was considered.

4. Request for Extension of Overseas Tour

25X1A9a

25X1A9a

[REDACTED] GS-9, Medical Technician. The Acting Executive Secretary reviewed a request from [REDACTED] for an extension of his overseas tour from February 1959 to July 1959 and recommended approval by the Board. The Members concurred in this extension of approximately six months.

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5. Review of Fitness Reports

The Board noted the receipt of Fitness Reports on the following personnel:

25X1A9a

[REDACTED] GS-8, Staff Nurse
[REDACTED] GS-7, Medical Technician
[REDACTED] GS-6, Medical Technician
[REDACTED] GS-3, File Clerk

6. Periodic Step Increases

The following personnel will receive Periodic Step Increases in the near future:

25X1A9a

[REDACTED] GS-10, Medical Service Officer
[REDACTED] Medical Technician
[REDACTED] GS-9, Secretary-Stenographer
[REDACTED] GS-8, Head Nurse
[REDACTED] GS-7, Secretary-Stenographer

7. Career Staff Application

25X1A9a

[REDACTED], GS-8, Medical Technician. The Acting Executive Secretary recommended this Application be forwarded to the CIA Selection Staff as a Type "A" case and the Board concurred in the recommendation.

8. Assignment

25X1A9a AC/MS asked C/TSD [REDACTED] had expressed any preference regarding
25X1A6a a future assignment. [REDACTED] had a desire for another overseas tour,
preferably at [REDACTED] AC/MS requested the Acting Executive Secretary to deter-
25X1A9a mine when [REDACTED] tour ends, and further action was deferred pending
25X1A6a receipt of this information.

9. Commendation

The Acting Executive Secretary is in receipt of a letter from Colonel Smith, Assistant Commandant, U. S. Army Warfare School, commending and thanking C/OD for his recent lecture at the Warfare School.

MS/emc

Distribution:

Orig - AC/MS
1 - C/OD
1 - C/TSD
1 - AC/PS
1 - AC/SD

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